



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, D.C. 20301-4000

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PERSONNEL AND  
READINESS

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Base Realignment and Closure (BRAC) Status

The BRAC Commission's report to the President brings the Department one step closer to substantial organizational changes that will have a direct impact on thousands of our civilian employees and their families. The President has until September 23, 2005, to approve the report or return it to the Commission for further deliberations. If the President endorses the report, it goes to the Congress for final approval. Congress then has 45 legislative days to either approve or disapprove the recommendations by joint resolution, or to take no action. If no action is taken, the recommendations become binding on the Department.

Although many employees will face displacement as a result of BRAC actions, we can alleviate much of their anxiety and uncertainty by keeping them fully informed. In order to plan their futures, employees must understand how they will be affected, when the necessary actions will be taken, and where to turn for assistance, counseling, or guidance. It is imperative that we establish and maintain effective lines of communications with all employees, their families, employee groups, and community leaders throughout the BRAC process.

As BRAC unfolds, guidance from the Department's senior leadership will continue to stress our goal to implement necessary actions as humanely as possible. In support of this effort, we have developed an on-line "tool kit" to assist employees in understanding the BRAC process and in becoming familiar with the programs and benefits available to them. The BRAC transition website, located at <http://www.cpms.osd.mil/bractransition>, provides information on various placement programs, separation incentives, transition benefits, frequently asked questions concerning a wide range of pertinent issues, links to DoD Component BRAC websites, and up-to-date information on BRAC developments. Each affected employee should be encouraged to visit this website, get the latest information, and share questions or concerns with his or her supervisor or supporting human resources office.

Marilee Fitzgerald  
Acting Deputy Under Secretary  
Civilian Personnel Policy

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